

**TERMS OF REFERENCE FOR THE RESEARCH ASSISTANT CUM PROJECT
ASSISTANT FOR DEVELOPMENT ORIENTED RESEARCH (DOR)
PROGRAMMES**

FACULTY OF GRADUATE STUDIES

1. BACKGROUND

The Development of the Higher Education Sector is of central importance to enable Sri Lanka to make the transition from a Lower – Middle Income Country (LMIC) to an Upper Middle – Income Country (UMIC). Recognizing this, the Government of Sri Lanka (GoSL) and the World Bank have agreed to support the higher education sector through a World Bank funded Accelerating Higher Education Expansion and Development (AHEAD) Operation.

2. THE OPERATION

The AHEAD Operation is organized in two components. The first is a Program Component that supports the National Higher Education Development Program. The second is a systems strengthening, capacity building and technical assistance component that will assist GoSL to strengthen the higher education sector and achieve the objectives of the AHEAD program component. This second will also cover monitoring and evaluation, policy analyses, program coordination and communication.

The implementing agency is the Ministry of Higher Education, Technology and Innovation. The University Grants Commission (UGC) will coordinate the activities of the universities. There will be an Operations Monitoring and Support Team (OMST) which will coordinate and support all AHEAD activities between the Ministry of Higher Education, Technology and Innovation, UGC, and the universities.

AHEAD has three Results Areas:

Results Area 1: Increasing Enrollment in Priority Disciplines for Economic Development

Results Area 2: Improving the Quality of Higher Education

Results Area 3: Promoting Research, Development, Innovation and Commercialization (RDIC)

3. TITLE & THE DESCRIPTION OF THE DEVELOPMENT ORIENTED RESEARCH (DOR) PROJECT UNDER RESULTS AREA – 3

“The Development of a Trans-disciplinary, Multi-stakeholder Approach for Water Security in Northern Province, Sri Lanka”

Livelihoods in the NP are currently dependent on agriculture or fishing economy inextricably connected to water resources. Anthropogenic pollution, geogenic contamination, salinization and declining

groundwater levels are imminent threats to livelihoods, health, socio-economic growth, and conservation of ecosystems in this region. This trans-disciplinary, multi-stakeholder project involving participatory action research intended to a) establish an interactive digital repository and portal for communications; b) build a sustainable forum of representative stakeholders from the public, industry, NGO and governmental sectors; and c) conduct iterative action research that engages the community for sustainable, long-term water security, management and governance.

4. KEY TASKS

Subject to any specific directives given by the Director/OTS, Project Coordinator and the Deputy Project Coordinator, the main duties / responsibilities of the candidate as a Research Assistant Cum Project Assistant:

- a) Assist the research team to achieve the assigned KPIs (Key Performance Indicators) within the timeline
- b) Collect, catalogue, digitize and document water related publications and information in relation to Sri Lanka and especially Northern Province under the supervision of research team members
- c) Assist to define the specifications of the mobile app and web portal, testing the prototype, maintain functionalities of the released app and website.
- d) Assist to upload and maintain the electronic based data of the stakeholders, facilitate the communications and networking of the forum members, upload and maintain the resources collected and developed through the forum and provide feedback and reports on functionalities of the forum.
- e) Active involvement in all the activities related to participatory action research.
- f) Assist with preparation of manuscripts and presentations in conferences for dissemination of research findings
- g) Able to work at the Faculty of Graduate, University of Jaffna as per the instructions given by the Project Coordinator/ Deputy Project Coordinator and other team members in the project.
- h) Maintain a research log book to update the daily research progress
- i) Submit research progress reports for every 3-month period to Project Coordinator/Deputy Project Coordinator
- j) Assist the OTS and the Project Coordinator in the procurement activities of the DOR Project.
- k) Assist the OTS, Project Co-ordinator and the Deputy Director/ Finance in the management of financial activities of the DOR Project.
- l) Liaise regularly and closely with the OTS, Deputy Director/Finance, Deputy Director/ Procurement, Project Coordinator, Deputy Project Coordinator and other OTS Staff to ensure the smooth implementation of procurement of goods, consultancy and OVAA of the DOR.

- m) Updating the Project Achievement Template (PAT) monthly on the progress of DOR with the consultation of project coordinator.
- n) Maintaining proper financial records for all DOR expenses.
- o) Submission of accurate analytical & timely financial reports & other reports as stipulated by OMST in respect of DOR instinct complies with all financial regulations with the approval of DD-Finance.
- p) Any other relevant duties assigned by the Director/OTS, Project Coordinator and the Deputy Project Coordinator.

5. METHOD OF RECRUITMENT

By open advertisement in the newspaper and in the University website. Selection by interview among the shortlisted candidates. Successful candidate should be able to start the work immediately. This is a full-time position. Initially the contract appointment shall be for a period of 12 months. The position may be renewed based on performance and need during the period of the operation.

6. REMUNERATION AND OTHER CONDITIONS

A monthly payment of LKR 47,800/= (it includes cost of living allowance) and applicable EPF & ETF will be paid. Payments will be made on the approval by the OTS/Director on the recommendation of the Project Coordinator.

CONTRACT PERIOD: This is a full-time position. Initially the contract appointment shall be for a period of 12 months. The position may be renewed for additional 24 months based on performance and need during the period of the operation.

CONDITIONS OF SERVICE: Selected candidates, if presently serving in a Government Department/Corporations/Statutory Boards, will have to obtain his/her release through their respective appointing authority.

7. REQUIRED QUALIFICATIONS AND EXPERIENCE

- a) Bachelor's degree in any related fields (preferences will be given to social sciences) which are recognized by the UGC. Priority will be given to special degree with first class or second upper.
- b) Prior research experience and engaged in World Bank Funded or similar projects is desirable
- c) A track record of research as evidenced by publications/ presentations as an undergraduate or postgraduate would be an added advantage
- d) Additional qualification in Library sciences and IT field would be an added advantage

8. Age Limit : Not more than 35 years on the closing date of application

9. PROFESSIONAL COMPETENCIES REQUIRED

- a) High level of proficiency in written and spoken English
- b) High level of IT literacy, especially in the areas of Word, Excel, Access, email and internet
- c) Ability to communicate effectively with officials and different stakeholders
- d) Knowledge in statistics, computational methods and database management
- e) Proven analytical skills and ability to solve technical and methodological issues that arise during the course of research
- f) Ability to work independently in a research team and perform effectively in a team environment inspiring trust and cooperation of other team members